Yellow

Overview for Yellow

* Well-organized and orderly
* Performs in a consistent and predictable manner
* Develops specialized skills
* Creates a stable work environment
* Dependable and reliable
* Supportive of work requirements
* Reserved and usually calm
* Willing to follow and/or establish procedures
* Motto: “Always Prepared”
* Steady
* Detail-oriented
* Service-oriented
* Shows loyalty
* Helpful and trustworthy
* Strives for a sense of security
* Punctual for meetings
* Values orderliness and organizational structure
* Strong belief in policies and procedures
* Respects authority and rules
* Prefers a structured environment
* Desires to be of help to others
* Cooperative team player
* Production-oriented
* Will implement, execute and follow-through
* Completes tasks on time
* Demonstrates patience
* Often a good informational listener
* Responsible
* Family oriented
* Realistic with facts and figures
* Arrives at practical decisions
* Maintains the status quo
* Prefers to plan activities
* Preserves the traditions of the company

Favorable workplace conditions for Yellow:

* Ordered
* Permanent
* Efficient
* Collaborative
* Secure and safe
* Well-maintained structure
* Standard routines
* Credit for work accomplished
* Sincere appreciation
* Group identification
* Clear standard for operating procedures
* Minimal conflict
* Fair, organized and orderly
* Well-controlled
* Clear outline of program objectives
* Practical applications of how-to-do-it
* Efficient workstations
* Work areas neither isolated nor prone to distraction
* Systematic rewards for accomplishment
* Detailed and realistic presentation of facts
* Shared responsibilities
* Attention to details
* Maintenance of status quo
* Emphasis on accountability

Strengths Yellows bring to the workplace

* Good time-managers
* Realistic
* Practical
* Decisive
* Follows rules, policies, and procedures
* Brings a planned, organized approach to the task
* Dependable follow-through
* Thorough and precise, especially with detail
* Focuses on what needs to be done
* Established policies, rules, schedules

Yellow

What You See:

* Manner tends to be businesslike
* Traditional dress and appearance
* Neat appearance, a bit formal
* Jewelry more conservative
* Makes lists
* Body movements controlled and formal
* Hands kept under control, holding on to things or placed in pockets, etc.

What You Hear:

* Voice tone is business like
* Wants information in writing
* Wants detailed answers
* May want to know the authority structure
* Requests detailed information
* Wants latest research details
* Stays focused on topic
* Wants to establish schedules and deadlines
* Requests closure on subject or activity
* Makes frequent judgments
* Likes to explain things thoroughly
* Voice tone is more even, not varied
* May sound authoritarian
* Tends to use “either-or” phrases

Stresses for Yellow:

* Lack of structure
* Frequent changes in policies, procedures, etc.
* Disloyalty
* Ambiguity
* Chaos (out of control)
* Inconsistency
* Irresponsibility
* Lack of time to do a good job
* Acceptance of poorly performed tasks
* Unclear rules and procedures
* Insufficient information
* Ignored time-lines or deadlines
* Lack of direction or leadership
* Waiting unnecessarily
* Unclear expectations
* Surprises (unexpected or unplanned events)
* Lack of group cooperation
* Carrying the workload of others
* Not feeling appreciated for a job well done
* Disregard for family time or commitments
* Indecision
* Lack of closure
* Waste

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| Negative ways to see Yellow | Positive ways to see  Yellow |
| Rigid | Stable |
| Controlling | Providing Security |
| Dull, boring | Dependable |
| Stubborn, Pig-headed | Firm |
| Opinionated | Always have a view on an issue |
| System-bound | Efficient |
| Unimaginative, not very creative | Realistic |

Strategies for Yellow’s Success:

* Establish an orderly work environment.
* Provide clear leadership or direction for what needs to be accomplished.
* Establish an overall plan of action. Decide who will do what, by when and how it is to be done.
* Provide sufficient resources for success to occur.
* Agree on (or develop) policies and step-by-step procedures that are to be followed.
* Be decisive. Do not change plan of action without good reason.
* Give specific and detailed instructions. Do not get theoretical or abstract.
* Define quality standards for acceptable performance.
* Allow time for training and rehearsal.
* Give frequent and specific feedback on performance.
* Agree on who will provide help and support if potential problems occur (task or relationship issues).
* Demonstrate inclusion by asking for their input on related issues.
* Try to avoid infringement on home life.
* Condition employees for change prior to departure from current practices. Be patient with gradual acceptance of change.
* When discussing issues, get to the point and stick to the point. Provide factual evidence to support your points.
* Reward loyalty and positive accomplishments. Offer a sincere, personal “thank-you” for their contributions.